

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 30 November 1960

FROM : Chief, Orientation Faculty

SUBJECT: Weekly Activities Report #42, 23 - 29 November 1960

1. Intelligence Review Course

Letters to all the non-CIA speakers who participated in the first Intelligence Review Course have been prepared for the DTR's signature.

2. Intelligence Orientation

In accordance with OTR Regulation 25-4, dated 1 November '60, a new training evaluation form has been developed for Introduction to Intelligence. Evaluations of students in Intelligence Orientation #42 are being reported on this form.

3. Long-Term Schedule

A revised long-term schedule for calendar year 1961 has been submitted to the Registrar. The schedule calls for six IO courses (the same number as 1960) and four Intelligence Review Courses. Dates for the IO have been coordinated with Chief, SIC.

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4. Training Course at [REDACTED]

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Messrs. [REDACTED] visited the base on 29 November to discuss plans for the orientation program to be presented next week. Since all the employees cannot be spared at one time, it was decided to present two two-day programs, the first on 5 & 6 December, and the second on 7 & 8 December. Between 12 - 15 administrative personnel will be scheduled for each program.

5. Personnel Notes

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- a. [REDACTED] is enrolled in a TSD Photography Course this week.
- b. [REDACTED] on annual leave 25 November.
- c. [REDACTED] on annual leave 23 - 25 November.

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